



## Uniform Bar Examination Application Supporting Documentation Checklist

You can speed the application process by providing supporting documentation with your application. Within the application, where copies are allowed, you will be instructed to upload documents as attachments. Where original documents are required, you will see instructions for mailing documents to the Committee on Examinations. **Do not mail supporting documents until you have submitted and paid for the UBE exam application.**

Within **five business days** of your electronic submission, the following hard copies must be *received in our office* (**submitted in a single submission**):

[Declaration](#) (original, notarized)

[Authorization and Release](#) (original, notarized)

[Code of Conduct](#) (original, signed and initialed)

**All other documents that you have not uploaded.**

**These documents will be required to be submitted with your application for examination:**

- ☐ 1. **Evidence of Graduation** with a Juris Doctor degree from an ABA-approved law school. If you do not hold a Juris Doctor from an ABA approved law school, you must have been actively engaged in the practice of law in some other U.S. state or states for at least five of the past seven years prior to filing an application of admission by examination.

If you have not yet graduated, submit one of the below three when you have, but no later than the filing deadline ([see Fees & Deadlines](#)). It is your responsibility to ensure evidence of graduation from your law school is submitted by the due date.

You may submit one of these three forms of proof:

- Photocopy of diploma, showing name, date and degree
- **Original** verified transcript indicating date Juris Doctor conferred, or
- **Original** and **currently dated** letter of your law school attesting to date Juris Doctor conferred.

- ☐ 2. **Photograph** (original required)  
Minimum 2 X 2 inches; maximum 2.5 X 2.5 inches, passport-type photo of you only; head and shoulders only, no hat, hoodie or other item obscuring your face or head; color or black and white acceptable. Write your Social Security Number on back of photo. Paper prints and Polaroid photographs are unacceptable.
- ☐ 3. **Completed fingerprint card** with ink prints (original required)  
Standard FBI blue and white card on heavy stock, available from law enforcement agencies or the Committee on Character and Fitness; request a card from the Committee on Character and Fitness [here](#).

- ☐ 4. **Court or bar document** (if presently or previously admitted in another jurisdiction; foreign or domestic)
- Must be dated no earlier than 60 days prior to application
  - Must indicate date of admission and reflect current good standing
  - May not be printed off website or internet
- ☐ 5. **Citizenship** (copy may be uploaded to online application)
- If a US citizen, a copy of your birth certificate, passport information page, valid driver's license, completed I-9, or certificate of naturalization (*copies allowed*)
- If not a citizen of the USA, copies of official documentation of immigration status.

#### **Documentation Required Prior to Admission to the Practice of Law:**

- ☐ 1. **Valid MPRE Score** - acceptable minimum scaled score of 85, taken within 2 years before the successful bar examination or within the time frame for taking the oath of admission (Supreme Court Rule 35(8)). Applicant must submit proof of a valid score on the Multistate Professional Responsibility Examination (MPRE). To request NCBE to send a score report or to register to take the next scheduled MPRE [click here](#).
- ☐ 2. **Completion of Arizona Law Course.** For registration information on how to fulfill this requirement, please go to the following link, where you will find information allowing you to either view video modules, from your computer in any location, or register for a class to be administered in Arizona. Your completion of all online modules triggers an internal notice to our staff. You are not required to upload or submit certificate of completion. [Click here to register](#).
- ☐ 3. **Character Report Application** - (Separate Application) Not required to be filed with your exam application. Applicant can be certified to sit for the bar examination without having filed the Character Report application.